



MEMO

To: Mayor and City Council Members
From: Tracey Vasquez, Human Resources Director
Meeting Date: November 15, 2023
RE: October 2023

Meetings and Events:

HR Workshop Roundtable Meeting
October 12, 2023

Staff Meetings
October 10, 2023
October 17, 2023
October 24, 2023
October 31, 2023

Holidays in the Park Committee

Manor Night at the Park Committee
October 19, 2023

City Council Meetings
October 2, 2023, Called Special Session
October 18, 2023, Executive Session

October 2023

- October 3- Mr. Moore's ICMA service award
- October 4- ZOOM with Jonathon Stein regarding Timeclock options for the City.
- October 10- ZOOM with Hanah Michelle with Express Evaluations.
- October 12- Kickoff meeting with NEO GOV
- October 16- Skilled Trades Consortium at EPCOR.
- October 19- Open enrollment training for benefits coordinators.



MEMO

- October 24- TMRS annual training conference for participating Cities.
- October 26 & 27- interviews with qualified Heritage and Tourism Manager applicants.
- Day-to-day operations of the Human Resources and Finance departments regarding accounts payable, bank recs, payroll, departmental projects and reports, property, liability, and worker's comp insurance. Assisted employees with specific needs regarding benefits claims, FMLA, and training schedules.